

TIMETABLE FOR FIRST YEAR ACTIVITIES

February 1	Last date to submit five-year capitalized assets plans and capital outlay budget change proposals (COBCPs) for each new or continuing projects to DOF (2 copies), LAO (1 copy), and DGS (2 copies).
February–March	DOF refers selected new projects to DGS for a technical feasibility review.
March	DOF releases funds to DGS for the preparation of budget packages for new projects.
July 1	Last date for departments to submit minor capital outlay requests to DOF and LAO.
July–October	DOF schedules scope review meetings, as required, for both major and minor capital outlay requests. The review may include the department, the LAO, and, if appropriate, DGS.
August 15	Higher education segments submit five-year plans and COBCPs.
September 1	<ol style="list-style-type: none"> (1) DGS submits completed budget packages, cost updates, and scope refinements to DOF and client departments for potential inclusion in the <i>Governor's Budget</i>. (2) Client departments submit any other revisions to their five-year plans and COBCPs made necessary by final budget enactment. (3) Updated fund conditions are due for COBCPs requested from special funds. (4) Responses are due on the ten-year survey for the annual <i>Capital Outlay and Infrastructure Report</i>.
October–November	Capital outlay budget hearings with agencies and DOF.
November–December	Following Governor's decisions, DOF authorizes departments to release approved COBCPs to the LAO, incorporating final dollars and approved scope.

TIMETABLE FOR SECOND YEAR ACTIVITIES

January 10	<i>Governor's Budget</i> and Budget Bill presented to the Legislature.
February	Client agencies submit requests for Finance Letters for technical and policy amendments to capital outlay projects proposed in the Governor's Budget per annual Budget Letter instructions from DOF. A new or updated COBCP is required.
March–June 15	Legislative budget hearings held.
April 1	<i>By statute</i> , any capital outlay Finance Letter of a policy nature (i.e., proposing a scope change or new project) must be submitted to the Legislature by this date.
April 30	Last day project proposals via Section 6.00 will be accepted, if DOF approval is required.
May 1	<i>By statute</i> , any capital outlay Finance Letter proposing a technical adjustment to a capital outlay project must be submitted to the Legislature by this date.
June 15–June 30	Budget Bill signed by Governor.